

Job Title:
Membership Director

Company:
Association for Behavior Analysis International (ABAI)

Location:
Portage, MI

Type:
Full-time

Experience:
Director

Industry:
Nonprofit Organization Management
Membership Services

Job Function:
Management
Project Management

Compensation:
Salary

Referral Bonus:

Job Description:
Michigan-based non-profit membership organization seeks Membership Department Director. The Director manages a department of three full-time employees. The Association has over 6,000 members from 42 countries around the world. It has 81 affiliated chapters, which are independent organizations, half of them from outside of the USA, with over 20,000 members in those chapters; and 36 special interest groups. Major responsibilities include oversight and management of membership staff, receivables, marketing and sales, member benefits and services (for instance, bookstore, job placement, professional liability and others); and affiliated chapters and special interest group's development and support.

This is a full-time, salaried position with full benefits that reports directly to the organization's CEO. The office is located in Portage, MI. This is not a work-from-home position.

Salary will be determined based upon skills and experience.

Those interested in the position, should e-mail the following to jobs@abainternational.org:

1. Cover letter
2. Résumé

3. Three references

For information about the organization, visit <http://www.abainternational.org/>

Desired skills & experience:**Prerequisite qualifications:**

- At least a bachelor's degree in Association Management or related discipline
- At least 8 years of experience in supervision and management
- Experience with:
 - Overseeing Membership services of organizations with more than 2,000 members
 - Working in a non-profit membership association
 - Marketing and Sales
 - Working with affiliated chapters

Desired qualifications:

- Certification or courses in membership or non-profit organization management.

Company Description:

The Association for Behavior Analysis International® (ABA International®) is a nonprofit professional membership organization with the mission to contribute to the well-being of society by developing, enhancing, and supporting the growth and vitality of the science of behavior analysis through research, education, and practice.

Applicant Routing:

jobs@abainternational.org

Job Poster:

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